

**Adding an Audio Track to Audacity:**

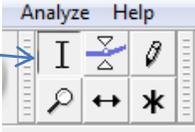
\*\* There's a couple of ways to add an Audio Track:

1. Click "File" – "Open". Then browse to the saved location of your audio file. (Use this option only when starting a new Audacity project).
2. Click "File" – "Import". Then browse to the saved location of your audio file. (You can use this option when starting a new Audacity project or when adding audio tracks to an existing Audacity project).

**\*\*You can't import one Audacity project into another Audacity project. The only way to combine Audacity projects is to copy and paste.\*\***

**\*\*A label track is not necessary to create an audio file. This can be used to make notes about certain areas of your Audacity sound file\*\***

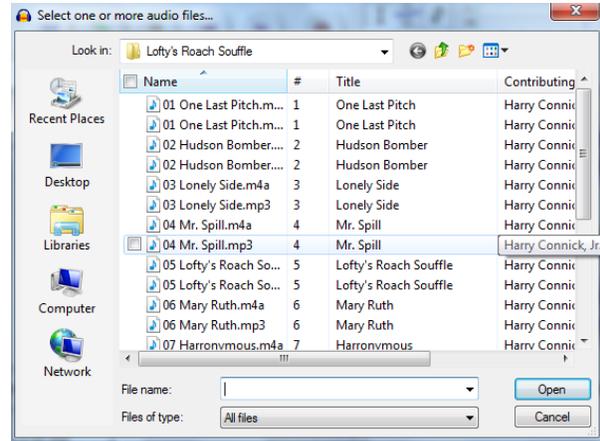
**Adding a Label Track to Audacity:**

1. Click "Tracks" – "Add New" – "Label Track". This will begin a new, empty track to insert labels.
2. To insert a label, make sure you have the selection tool selected in the toolbar .
  3. In the new label track, move the cursor to the area you want to label and click. A line will appear at your selection mark.
  4. In the toolbar at the top, click "Tracks – "Add Label at Selection" (or Ctrl +B).
  5. A small text box will appear. Type the name of your new label and hit Enter.

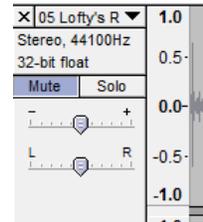
**\*\*If you want to rename a label, just click in the text box and re-enter the label name\*\***

**To add another Audio Track:**

1. Click “File” – “Import”.
2. Browse to the location of your audio file.  
Select the file, then click “Open”.

**To Add a Voice Track:**

1. If you do not want to hear the other tracks while you are recording the voice track, be sure to click “Mute” on each track.



2. If you are using an external microphone, make sure it is plugged in and selected in the device toolbar.



3. When you are ready, click the Record icon in the toolbar at the top.
4. When you are finished recording, click the Stop icon in the toolbar at the top.

**\*\*You do not have to manually add a new track. Audacity will do this automatically when you import a song or begin to record\*\***

**Saving Your Audio File:**

When you click “File” – “Save”, you are actually saving your file as an Audacity project file. This means that you will only be able to open the file using Audacity.

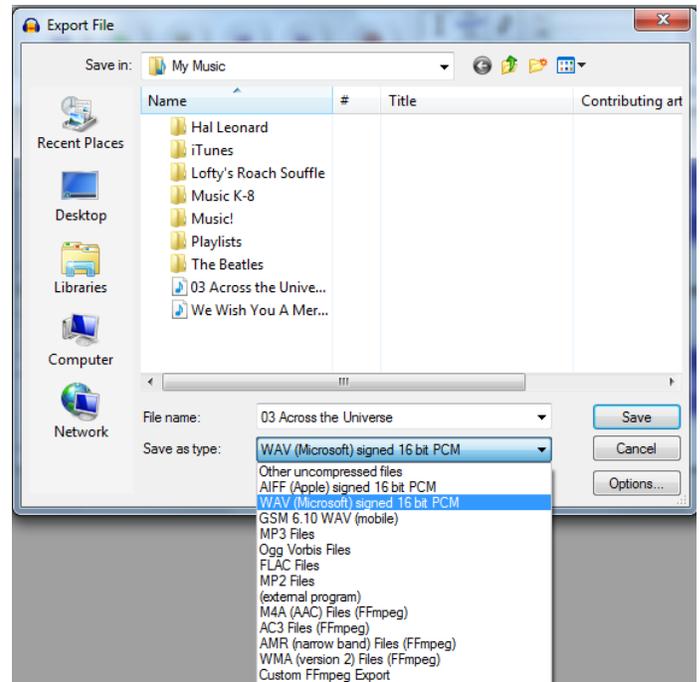
If you want to save the file so it can be opened by Windows Media Player or another program, you will need to use “Export”.

### To Export the Audio File:

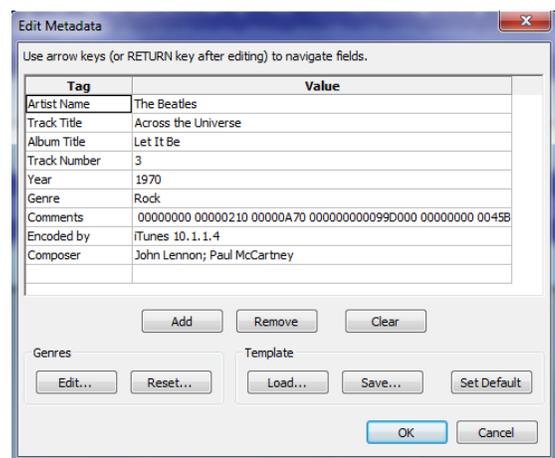
1. Click “File” – “Export”.
2. In the “Export File” window, you can choose where you’d like to save your exported file. You can also choose the file format that your audio file will be saved as.

Audacity will default to export your audio file as a WAV file.

3. Click “Save”.



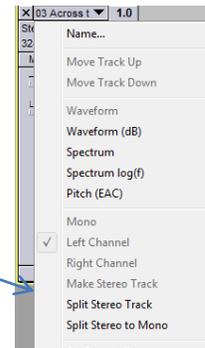
4. In the “Edit Metadata” window, you can change any information about your audio file. Click “OK”.
5. It may take several seconds to export the file. Once it finishes, you can browse to the saved location and play your newly-created track in another program, such as Windows Media Player.



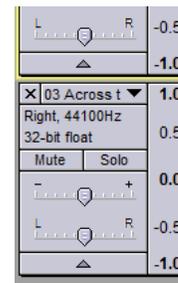
**\*\*You may want to save your file as an Audacity project before you export the audio file. Then, if something needs to be changed, you can go back to the saved Audacity project, rather than starting over from scratch\*\***

### Removing the Vocals from a Stereo Audio File:

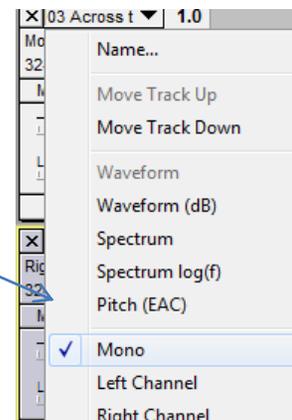
1. Import the stereo file into Audacity.
2. Open the track menu by clicking on the arrow next to the track title. Click on Split Stereo Track.



3. Select the lower track (the right channel) by clicking it in the area around the mute/solo buttons.



4. From the top toolbar, click "Effects" – "Invert".
5. Using the Track menu, change both the left and the right track to Mono.



6. Click "Play".